

**Tennessee Leaders of Tomorrow, Fall 2018 Internship**  
**The Department of Commerce and Insurance**  
**Fiscal Section Internship**

The Tennessee Department of Commerce and Insurance (TDCI) Fiscal Section provides financial services to the department, including, but not limited to procurement, distribution of mail, billing and revenue processing. This internship position is expected to support the Fiscal Director and Director of Operations with responsibilities that may include a review of processes, providing recommendations for improvement, and the coordination of approved projects.

This internship will perform duties associated with the processes detailed below:

**Division Processes:** Coordinate a full review of Division processes with regards to procurement, billing and/ or revenue processing as assigned. Report findings and suggest improvements and alternatives for return on investment. Present a project plan for process implementation to the Directors and leadership.

**Preferred Qualifications:** The TDCI Fiscal Section seeks interns with a broad range of backgrounds, including but not limited to finance, economics, and business management. Candidates should be familiar with Microsoft Office Suite software, including Microsoft Excel, and Internet research techniques. Undergraduates who are completing their senior year and graduate students will be considered.

**Duration of Assignment:** Internships may range from three to six months; however, a four month assignment is preferred.

Applicants interested in this internship may contact Kimberly Mantlo via email at [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov).

The Tennessee Department of Commerce and Insurance is an Equal Opportunity Employer.